

STATE OF SOUTH CAROLINA

Director of Project Management

General Nature of Work:

Responsible for the management and coordination of all tasks associated with large projects of high complexity and risk, to include the management and coordination of enterprise projects or a multi-agency projects of the highest complexity and risk.

Guidelines for Class Use/Distinguishing Characteristics:

Positions in this class assume highly complex, expert-level project management responsibilities. Incumbents are responsible for directing or providing project management consultation for all aspects of the design, development, and implementation of projects. Projects may be specific to the agency or may involve local, state, or federal government agencies. Individuals in this classification typically serve as the Director of the Project Management Office within the agency.

Examples of Work:

(Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

Directs the implementation and enforcement of successful project management methodologies; communicates individual roles and project or program expectations.

Directs and provides project management consultation for all aspects of the design, development, and implementation of programs or projects within a program (i.e., performs project analysis, valuation, development, post-implementation review, and production support for highly complex projects); prepares final assessment of project achievements and suggests changes for future projects; conducts formal review at the completion of the program and each related project to confirm and track customer satisfaction.

Works with development team to integrate areas of improvement into the systems development life cycle and project management processes.

When serving as the Director of a Project Management Office, establishes, maintains, and promulgates the use of agency-wide project management methods, standards, processes, and practices.

Provides the highest level of project management expertise to assist those making strategic decisions (e.g., justifies the scope, time frame, and cost of the project to agency representatives) and may establish strategic direction for projects to ensure resources are optimized and priorities are continuously reviewed.

Determines staffing requirements and forms project teams, taking into consideration fiscal and human resources, to support long-term projects and programs.

Oversees the development and implementation of changes to ensure the project remains within specified scope and is within time, cost, and quality objectives; monitors time lines and critical dates.

Performs risk assessments of projects and develops appropriate risk mitigation strategies.

Oversees and manages the procurement process required by the project and participates in contract negotiations resulting from Request For Proposal selection.

Oversees the development of detailed program plans and schedules and reviews the progress and status of all projects within a program; reviews project plans developed by project managers; compiles a master project plan and coordinates the requirements of a program or multiple sub-projects.

Provides work direction and leadership to programs to include the scheduling, assignments of work, and review of individual project efforts; ensures that all project team members have the tools and training required to perform effectively.

Manages, mentors, or coaches entry-level or junior-level project managers.

Oversees the development of project management procedures, policies, and strategies.

Oversees the development and delivery of project management training and workshops.

Maintains a productive working relationship with program sponsors, vendors, and key stakeholders.

Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of an agency's mission, programs , and objectives.

Knowledge of project management principles and methodologies.

Knowledge of an agency's organizational structure, the people who manage the work, and the processes applicable to government work.

Knowledge of state government procurement regulations and processes.

Knowledge of state government fiscal policies, procedures, and processes.

Ability to communicate effectively.

Ability to interpret and apply rules and regulations.

Ability to manage work and provide guidance to employees.

Ability to assign appropriate priorities to work activities based on organizational goals and situational pressures.

Ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines.

Ability to conceptualize needed change and to initiate appropriate activities to move from concepts to implementation.

Ability to develop and manage project budget, materials, and equipment.

Ability to make presentations and prepare reports .

Necessary Special Requirement:

Some positions may require certification as a Certified Associate in Project Management or Project Management Professional (PMP).

Minimum Requirements:

(Note: Additional requirements may be applicable for individual positions in the employing agency.)

A bachelor's degree and experience managing large projects of significant complexity and risk.